

SURVEY ON THE QUALITY OF THE AGENCY CANDIDATE POOL

The Department of Civil Service is conducting a survey to determine the quality of the individuals applying for positions as a result of various recruitment efforts conducted outside of the Civil Service applicant pool. This form should be completed by the hiring manager and sent to the Bureau of Human Resource Services immediately after an appointment. For purposes of this survey, **applicants** are all individuals who apply for a job vacancy. **Candidates** are applicants who meet the minimum qualifications and are considered further (e.g., interviewed) in the selection process beyond the résumé/application review.

HIRING AGENCY

COUNTY LOCATION

CIVIL SERVICE CLASSIFICATION OF THE VACANT POSITION

SURVEY QUESTIONS

1. Was the selection from employees within your agency? ☐ Yes ☐ No
If no, where did you recruit your applicant pool?
☐ Career Fair ☐ Civil Service Web site ☐ College Campus ☐ Michigan Talent Bank
☐ On-line Registration ☐ Premium Web site (name) _____
☐ Private Recruitment Firm (name) _____
☐ Other (please state) _____
2. How long did the recruitment effort take? _____
3. How many applicants responded? _____ Was this sufficient for your needs? ☐ Yes ☐ No
4. How many applicants met the minimum qualifications and the established screening criteria? _____
5. How many candidates were considered further in the selection process? _____
6. How would you rate the qualifications of the candidates who were considered further?
☐ Above Average ☐ Average ☐ Below Average
7. Were you satisfied with the quality of the candidates? ☐ Yes ☐ No If no, why not? _____
8. How many candidates were offered the job, but declined? _____ Reason(s) given for declining the job offer: _____
9. Were the services provided by Civil Service timely (e.g., credential reviews)? ☐ Yes ☐ No If no, why not? _____

THANK YOU FOR YOUR PARTICIPATION. DO YOU HAVE ANY COMMENTS OR SUGGESTIONS FOR CIVIL SERVICE?

NAME

JOB TITLE

OFFICE TELEPHONE NUMBER (OPTIONAL)

E-MAIL ADDRESS (OPTIONAL)